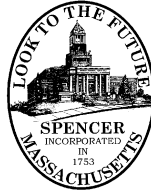


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

DAVID R. O'COIN  
NORMAN C. LETENDRE, JR.  
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



SUPERINTENDENT  
STEVEN J. TYLER, P.E.

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**Minutes of Meeting held November 4, 2015**

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David O'Coin  
Norman Letendre, Jr.  
Robert Fritze, Jr.

Staff present: Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:05 PM

Read and accepted minutes for October 7, 2015

Reviewed invoices & signed vouchers

Signed Monthly Commitment

**Update to Water Terminations:**

5:00 PM Terminations and Tax Liens; Susan Lacaire, Treasurer Collector and Debra Graves, Senior Clerk  
Utilities and Facilities: Request from Treasurer Collector not to send out termination letters for this quarter (July, August, and September) for non-payment. Ms. Lacaire requested to do terminations for two quarters in February 2016 since tax bills/liens are processed in January and will cause confusion in posting payments. After much discussion, David motioned, Norman seconded, unanimous vote, to the request to delay termination notifications on a trial basis before updating the Water Department Termination Policy regarding quarterly termination notifications.

Defaulted Water Agreements: Four payment agreements were defaulted. Two of the properties were taken over by the bank. Two properties are scheduled for shut-offs on Monday, November 16, 2015.

**Sudgen Block:** Current water bill for Sudgen Block high for the quarter due to a water leak in the building detected in August. Abatement was requested by the Town of Spencer to abate the difference of an average bill for the property. After much discussion, it was determined to abate \$2,343.60 with a payment of \$1200.00 for quarterly water bill. Norman motioned, David seconded, for water bill abatement/payment of current water bill. .

**9 Meadowbrook Rd :** Water Commissioners review of hardship letter request. Review of resident's past water bills, payments, and current balance. Recommend forward to Sewer Commissioners for their November 18, 2015 meeting since it was determined the high bill was due to a leak in the pool. David

motioned, Norman seconded in favor of payment agreement. Balance of outstanding balance to be paid in full by January 27, 2016.

**17 Bixby Rd, Unit 7 :** Water Commissioners review of hardship letter request. Review of resident's past water bills, payments, and current balance. David motioned, Norman seconded in favor of payment agreement. Balance of outstanding balance to be paid in full by November 19, 2015.

Public Meeting Adjourned at 5:50 PM, motion by Norman, seconded by Robert.